

# CONSERVATION EASEMENT ACQUISITION FLOWCHART

## Application Stage

SWCDs &  
LANDOWNER(s)

Prepare Application — Local Prioritization — SWCD Approval

BWSR

Review Applications — Select Applications — Notify SWCDs of Funded Easements

## Agreement Stage

SWCDs &  
LANDOWNER(s)

Contact Mortgage Holder; Env. Clean-up — COPY DOCUMENTS: abstract, deed, plats — Prepare Agreement Package and send

BWSR

Review Agreement / Application Package — Develop Agreement, legal Description and Exhibit A

SWCDs &  
LANDOWNER(s)

Landowner(s) Signature of Agreement — Return Agreement to BWSR Central Office

BWSR

State Signatures on Agreement — Copies of Agreement to Landowner & SWCD

## Easement Stage

LANDOWNER(s)

Updates Abstract (landowner's expense)

SWCDs

Request Title Insurance — Obtain Copies of Listed Exceptions — Send T.I. Commitment, Exceptions, Consents & Conservation Plan

BWSR

Review Title Insurance commitment — Request Necessary Agreements & Releases — Prepare Easement

SWCDs &  
LANDOWNER(s)

Easement Signatures — Obtain Final Title Policy Record Easement — Send Final T.I. Policy, Easement & Consv. Plan Info. to Central Office

BWSR

Final Title Policy Reviewed and Approved — **PAY LANDOWNER!!**